INTERNET USE POLICY

IT DEPARTMENT

H.E Mohammad Yonus Nawandesh

Signature:_____

Islamic Republic Of Afghanistan
Kabul Municipality

1. Purpose and Objective:

The purpose of this Policy is to ensure the effective protection and proper usage of the internet systems within the Kabul Municipality. The Internet Policy will assist in maintaining the integrity and security of the KM ICT network. Breach of the ICT Policy could seriously disrupt the operation of KM internet services and any violations will be treated seriously.

Internet usage is granted for the sole purpose of supporting business and/or KM official activities necessary to carry out each individual's job functions. All users must follow the corporate principles regarding usage and exercise good judgment in using the Internet.

2. Scope:

The Internet usage Policy applies to all Internet users (individuals working for the Kabul Municipality, including permanent full-time and part-time employees, contract workers, temporary agency workers, business partners, and vendors) who access the Internet through the KM's networking resources. The Kabul Municipality's Internet users are expected to be familiar with and to comply with this policy, and are also required to exercise their good judgment while using Internet services.

3. Policy:

3.1. Internet Usage. Access to the Internet will be provided to users in support of official activities and only on an as needed basis to perform their jobs and professional roles. Access to the Internet will be approved and provided only if reasonable business needs are identified. Internet services will be granted based on an employee's current job responsibilities. If an employee moves to another business unit or changes job functions, a new Internet access request must be submitted within 5 days.

Internet Bandwidth within the KM compound is a shared, limited resource. Users must make reasonable efforts to use this resource in ways that do not negatively affect other employees. KM ICT departments may set guidelines on bandwidth use and resource allocation, and may ban the downloading of particular file types.

3.2 Acceptable Internet Usage. Internet access is to be used for business purposes only. Capabilities for the following standard Internet services will be provided to users as needed:

- E-mail -- Send/receive E-mail messages to/from the Internet (with or without document attachments).

- Navigation -- WWW services as necessary for business purposes, using a hypertext transfer protocol (HTTP) browser tool.

- File Transfer Protocol (FTP) -- Send data/files and receive in-bound data/files, as necessary for business purposes.

- Accessing informational and educational websites is allowed.

Acceptable use of the Internet for performing job functions might include:

- Communication between employees and non-employees for business and/or official purposes;

- ICT technical support downloading software upgrades and patches;

- Review of possible vendor web sites for product information;

- Reference regulatory or technical information;

- Research; and

- Google Earth software usage only for Engineers in GIS section.

The KM ICT department management reserves the right to add or delete services as business needs. User Internet access requirements will be reviewed periodically by KM departments to ensure that continuing needs exist.

All other services will be considered unauthorized access to/from the Internet and will not be allowed. Questions can be addressed to the KM ICT Department.

Kabul Municipality ICT Department
KM Headquarter
4th Floor, 2nd Wing
Office No.37

3.3 Personal Usage. Using KM's computer resources to access the Internet for personal purposes, without approval from the user's manager and the ICT department, may be considered cause for disciplinary action up to and including termination. Users who choose to store or transmit personal information such as private keys, credit card numbers or certificates or make use of Internet "wallets" do so at their own risk. The KM ICT department is not responsible for any loss of information, such as information stored in the wallet, or any consequential loss of personal property.

3.4 Creating Web Sites/web Pages and Web Blogs. All individuals and/or KM units wishing to establish a World Wide Web home page or site must first develop a business, implementation, and maintenance plan. Formal authorization must be obtained through the ICT Department. This will maintain publishing and content standards needed to ensure consistency and appropriateness. In addition, contents of the material made available to the public through the Internet and/or KM website must be formally reviewed and approved before being published. All material should be submitted to the KM Website Commission for initial approval to continue. All KM website pages are owned by, and are the ultimate responsibility of, the KM Website commission. All KM web sites must be protected from unwanted intrusion through formal security measures, which can be provided by KM ICT department.

3.5 Prohibited Usage. **Acquisition, storage, and dissemination of data which is illegal, pornographic, or which negatively depicts race, sex or creed is specifically prohibited. The KM ICT Department also prohibits the conduct of a business enterprise, political activity,**

engaging in any form of intelligence collection from our facilities, engaging in fraudulent activities, or knowingly disseminating false or otherwise libelous materials.

Individuals are prohibited from using the internet for the following purposes:

- Downloading or viewing videos, sound clips, games and large software

- Commercial purposes or in support of "for-profit" activities or in support of other outside employment or business activity (e.g. consulting for pay, sales or administration of business transactions, sale of goods or services).

- Activities those are illegal, inappropriate, or offensive to fellow employees or the public. Such activities include, but are not limited to: hate speech, or material that ridicules others on the basis of race, creed, religion, color, sex, disability and national origin.

- Downloading, viewing, storage, copying, or transmission of sexually explicit or sexually oriented materials.

- Downloading, viewing, storage, copying, or transmission of materials related to illegal gambling, illegal weapons, terrorist activities, and any other illegal activities, etc.

- Accessing KM information that is not within the scope of one's work. This includes unauthorized reading of customer account information or data, unauthorized access of personnel file information, and accessing information that is not needed for the proper execution of job functions.

- Misusing, disclosing without proper authorization, or altering customer or personnel information. This includes making unauthorized changes to a personnel file or sharing electronic customer or personnel data with unauthorized personnel.

- Deliberate pointing or hyper-linking of KM's Web sites (www.km.gov.af) to other Internet/WWW sites whose content may be inconsistent with or in violation of the aims or policies of the KM.

- Use, transmission, duplication, or voluntary receipt of material that infringes on the copyrights, trademarks, trade secrets, or patent rights of any person or organization. Assume that all materials on the Internet are copyright and/or patented unless specific notices state otherwise.

- Creation, posting, transmission, or voluntary receipt of any unlawful, offensive, libelous, threatening, harassing material, including but not limited to comments based on race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.

- Any form of gambling.

If you have any questions about Acceptable Use, contact the KM ICT Department

3.6 Usage Threats. Internet connectivity presents KM with new risks that must be addressed to safeguard the facility's vital information assets. These risks include:

3.6.1 Inappropriate Use of Resources. Access to the Internet by personnel that is inconsistent with business needs results in the misuse of resources. These activities may adversely affect productivity due to time spent using or "surfing" the Internet. Additionally, the company may face loss of reputation and possible legal action through other types of misuse.

3.6.2 Misleading or False Information. All information found on the Internet should be considered suspect until confirmed by another reliable source. There is no quality control process on the Internet, and a considerable amount of its information is outdated or inaccurate.

3.7 Expectation of Privacy

3.7.1 Monitoring. Users should consider their Internet activities as periodically monitored and limit their activities accordingly. Management reserves the right to examine web access, and other information stored on KM computers, at any time and without notice. This examination ensures compliance with internal policies and assists with the management of KM information systems.

3.7.2 E-mail Confidentiality. Users should be aware that clear text E-mail is not a confidential means of communication. KM cannot guarantee that electronic communications will be private. Employees should be aware that electronic communications can, depending on the technology, be forwarded, intercepted, printed, and stored by others. Users should also be aware that once an E-mail is transmitted it may be altered.

Deleting an E-mail from an individual workstation will not eliminate it from the various systems across which it has been transmitted.

3.8 Maintaining Corporate Image

3.8.1 Representation. When using KM resources to access and use the Internet, users must realize they represent Kabul Municipality. Whenever employees state an affiliation to KM, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the KM". **Questions may be addressed to the ICT Department.**

3.8.2 Company Materials. Users must not place company material (examples: internal memos, press releases, product or usage information, documentation, etc.) on any mailing list, public news group, or such service. Any posting of materials must be approved by the employee's manager and the public relations department and will be placed by an authorized individual.

4. Procedures:

4.1 Request & Approval. Internet access will be provided to users to support business activities and only as needed to perform their jobs.

4.1.1 Requests for Internet Access. As part of the Internet access request process, the employee is required to read this Internet usage Policy. The user must then sign the statements (located on the

last page this document) that he/she understands and agrees to comply with the policies. Users not complying with these policies could be subject to disciplinary action.

4.2 Approvals. Internet access is requested by the user or user's manager submitting an **ICT Access Request** form to the ICT department.

4.3 Removal of Privileges. Internet access will be discontinued upon termination of employee, completion of contract, end of service of non-employee, or disciplinary action arising from violation of this policy. In the case of a change in job function and/or transfer the original access code will be discontinued, and only reissued if necessary and a new request for access is approved. The privileges granted to users must be reevaluated by department management and KM ICT department annually. In response to feedback from management, systems administrators must promptly revoke all privileges no longer needed by users.

5. Consequences of Violations:

Violations of this policy will be addressed immediately. An employee who is found to have been in violation of this policy will be subject to discipline according to the *"Disciplinary Policy of the Kabul Municipality."*

6. Policy Evaluation:

This policy should be regularly evaluated to ensure it is enabling and effectively moving Kabul Municipality towards its sustainability goal.

6.1 Usage Compliance Reviews. To ensure compliance with this policy, periodic reviews will be conducted. These reviews will include testing the degree of compliance with usage policies.

6.2 Policy Maintenance Reviews. Periodic reviews will be conducted to ensure the appropriateness and the effectiveness of usage policies. These reviews may result in the modification, addition, or deletion of usage policies to better suit KM's information needs.

7. Policy Enforcement:

The contents of this policy are enforceable after His Excellency the Mayor's approval.